

II Error Correction Steps

Accounting transactions that do not pass the CALSTARS nightly batch edit process are placed in the Error File. This chapter describes, step-by-step, how to correct accounting transaction errors. Each step is described in this chapter and cross-referenced to other sources to further assist the error correction process. Charts are included in this chapter that list all of the accounting data element names and codes needed to enter error corrections in the CALSTARS Command C.3 screen.

This step-by-step process should always follow the daily system reconciliation process to assure all transactions and batches (both agency entered and system-generated) have been fully accounted for and reconciled. The basic steps for error correction of **transactions in the Error File** are described below.

Error Correction may be performed by one or more persons in an agency. The person(s) performing error correction may or may not be the same as the person(s) who prepared or keyed the batches containing the errors. Agencies should take appropriate steps to insure each error is corrected by only one person. This could be accomplished by one person writing responsible staff names next to each entry on the Error File before the reports are distributed for corrective action.

1. REVIEW THE EDIT ACTIVITY ERROR REPORT

The CALSTARS Edit Activity Error Report (CFB800-2), shown in Exhibit II-1, displays the accounting transactions with detected errors. This report includes previous Error File records if the Command C.3 screen RELEASE ALL TRANS field was set to **Y** (the default setting). If the RELEASE ALL TRANS field was set to **N** during the prior day, this report will include only new error transactions plus those Error File records from the prior day that were individually "Released" or were otherwise acted upon. In addition, if the RELEASE ALL TRANS field was set to **N**, the first entry on the CFB200-1 (Exhibit II-7) will show "Corrections Only" in the DATA ELEMENT NAME column.

There are many potential causes for an accounting transaction to receive a fatal error during the batch edit process. For each cause, there may be several possible actions for making a correction. Exhibit II-2 is a 'trouble shooting' guide, which

identifies and describes common error situations. Each general type of error may have several suggested corrective *options*, one or more of which may be most appropriate for a specific error condition.

NOTE: If the transaction in question does not appear on the Error Correction Screen (Command C.3 - Enter Error Corrections), it is no longer on the Error File and therefore cannot be corrected by using any of these error correction actions. The transaction is posted to the CALSTARS History Transaction Register - Update Transaction Register (CFB710-1) or the Error Correction - Detail of Records Deleted Report (CFB200-3). The correction of errors that have posted to the CALSTARS History Transaction Register - Update Transaction Register is described in Chapter I.

- a) Review each transaction that appears on the Edit Activity Error Report (CFB800-2) to determine what errors occurred and if transaction correction or some other action is needed. Look up the "CODE" in the Codes and Messages section found in the back of this Volume to obtain a description of the error and action required to correct the error. If more information is needed, refer to the Error Correction Trouble Shooting Guide (Exhibit II-2).
- b) Mark the CFB800-2 report with the data change(s) needed and/or any notes for other action(s) or table changes that are necessary (add/change existing table record).
- c) If the person making the error correction is different from the person who made it, the person correcting the error should confirm the corrective action with the person who made the error. (Future errors may also be reduced or avoided by following this step.)
- d) Have the appropriate person(s) make table changes/additions, if needed.

EXHIBIT II-1

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CFB800-2 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
CALSTARS EDIT ACTIVITY ERROR REPORT ORG PAGE: 1
11/16/01 (13.51) ***** RUN PAGE: 3
+-----TRANS ID-----+ TC MRO FY/FM R-DOC-NO/SF VENDOR-NO/SF INVOICE-NO TRANS AMOUNT LINE CODE ERROR DESCRIPTION
RPI DOC-DATE C-DOC-NO/SF INDX OBJD/AGY PCA/ACTV PRJ-NO/WP NET AMOUNT
LOCATION MULTI-PURP SOURCE/AGY CHECK-NO FUND/FS/DT/M A-SYM
SUBS-ACCT BS GL DUE-DATE ORG CLM-SCHD LOC DEPOSIT VENDOR NAME

999001111501444000010 215 01 04 A0111500 01 100.00 309 E68 OBJ DTL REQUIRED
A0111500 00 1500 52010 990010 05 .00 310
123456789123 0001 G 1 110 311
9990 JOSTEN'S 312
999001111501444000020 215 01 04 I0021300 00 100.00 313 E68 OBJ DTL REQUIRED
I0021300 02 1500 52010 980020 01 .00 314
123456789123 0001 G 1 110 315
9990 OFFICE DEPOT 316

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EXHIBIT II-2
ERROR CORRECTION TROUBLE SHOOTING GUIDE

TYPE OF ERROR	POSSIBLE CAUSES	POSSIBLE ACTIONS
<p>1. Table record Key error - The table record ID in the transaction (PCA, Index, AS, Source code, Fund, Agency Object, Vendor Number, etc.) was not found by the look-up edit in the specific table.</p>	<p><u>Transposed or wrong digits or characters</u> - the PCA or other table code has a 'typo' error or letters and numbers substituted</p> <p><u>Funding Fiscal Year error</u> - Wrong FFY used or a table record ID does not exist for the FFY used.</p> <p><u>Table look-up error</u> - Table record keyed in the transaction is not in the master table file, the table record is 'Inactive', or the keyed table maintenance record failed table edits (i.e., new table 'Add' transaction failed edit).</p>	<p>Replace data in the transaction containing the error.</p> <p>Enter a new table record needed by the transaction to post correctly.</p> <p>Change a table record needed by the transaction to post correctly, or override an 'inactive' table, if appropriate. Verify a table change or override with a supervisor before use.</p>
<p>2. Document no match - Some or all of the accounting classification elements being edited are incorrect or a document file record does not exist when attempting to adjust, liquidate or reclassify a document file record.</p>	<p><u>Document number is incorrect</u> - The transaction document number contains letters, digits or special characters that do not correspond to the document file record.</p> <p><u>Document Number Suffix code is incorrect</u> or omitted from the transaction.</p> <p><u>Matching document not in the Document File</u> - The document to match has a zero balance and was automatically deleted after 90 days (normal), not yet posted or is also on the error file.</p> <p><u>Document Funding Fiscal Year error</u> - Wrong FFY used or document record ID does not exist for the transaction FFY.</p> <p><u>Document file look-up error</u> - Table details or hierarchy is changed so that table look-up information no longer matches the document file (table posting indicators and/or hierarchy cannot be matched by the agency).</p> <p><u>Reversing Document not found</u> - Incorrect document number used or wrong field used for the document number(s) entered (Reference Document Number vs. Current Document Number).</p>	<p>Replace data in the transaction containing the error.</p> <p>Enter an additional transaction(s) needed by the erred transaction to post correctly.</p> <p>Change the transaction code, as appropriate. The new transaction code may have different coding requirements than the original transaction code. If so, it may be necessary to add, change or delete other data elements so that the new coding conforms with the requirements of the new transaction code.</p> <p>Review document file report(s) or view the document shadow file to determine the correct document number and/or data elements.</p>

EXHIBIT II-2 (Continued)
ERROR CORRECTION TROUBLE SHOOTING GUIDE

TYPE OF ERROR	POSSIBLE CAUSES	POSSIBLE ACTIONS
<p>3. Table look-up error - An inappropriate but valid accounting data element may have been entered that caused the look-up edit to detect an error.</p>	<p><u>Wrong PCA entered</u> causing an 'Inconsistent Fund' error.</p> <p>PCA Disbursing fund '<u>Override</u>' misapplied - PCAs automatically look-up the <i>Disbursing</i> Appropriation Symbol, Fund, Fund Detail*, Fund Source, Project/WP* and Method (*= if used in the PCA table). If only <u>some</u> of those data items are entered on the transaction <u>or all</u> the data items are keyed into the transaction but they are <u>not</u> in the <i>Distribution</i> portion of the PCA table, the transaction is assigned an Inconsistent Fund error.</p> <p><u>Table details or hierarchy is changed</u> so that table look-up information no longer matches the document file (table posting indicators and/or hierarchy cannot be matched by the agency).</p> <p><u>Multiple table maintenance transactions entered the same day</u> for one table record may update incorrectly if the <u>last</u> table maintenance entry fatally errors or contains incorrect data. Table Maintenance is always performed <u>first</u> in the nightly IEUP processing, then accounting transactions. If a table maintenance entry does not post correctly, the accounting transactions based on that table entry may go to the Error File or may post with incorrect table information.</p>	<p>Replace data in the transaction containing the error.</p> <p>Remove data from the transaction containing the error.</p> <p>Add data to the transaction containing the error.</p> <p>Enter a new table record needed by the transaction to post correctly.</p> <p>Change a table record needed by the transaction to post correctly, or override an 'inactive' table, if appropriate. Verify a table change or override with a supervisor before use.</p> <p>Call the CALSTARS analyst or the Hotline for the information needed.</p>
<p>4. Accounting Period Posting error - The fiscal month is not available.</p>	<p><u>The Fiscal Month (FM) used for the transaction is not available</u> to post (older than the prior month-PM, or is in the future beyond the current month-CM).</p>	<p>Replace data in the transaction containing the error.</p> <p>Remove the transaction(s) containing the error.</p> <p>Delete the batch on the Error File and enter a new batch.</p>

EXHIBIT II-2 (Continued)
ERROR CORRECTION TROUBLE SHOOTING GUIDE

TYPE OF ERROR	POSSIBLE CAUSES	POSSIBLE ACTIONS
<p>5. Fund balance error- CM0, CM1, CM2 or PY13 fiscal account balance is insufficient to post the amount of the transaction.</p>	<p><u>Errors involving CM0, CM1, CM2 or PY13</u> occur when a transaction attempts to exceed a budget, appropriation or allotment amount controlled by the OC table edits or the AS or PC Tables. Examples: Receipts remitted but <u>posted</u> in a fiscal month (FM) later than the receipt FM posting; receipt entered when no receipts estimate (budget) is established; expenditure entered when no appropriation is established; reversing a receipt, remittance or disbursement in a FM different than the original posting.</p>	<p>Enter an additional transaction(s) needed by the erred transaction to post correctly.</p> <p>Re-evaluate the OC Table Error Severity coding and/or the AS and PC Table Posting Indicators and modify if appropriate.</p> <p>Enter a 'fund override' error maintenance transaction by keying '44' as the Data Element Number/Name and 'W' as the Data Element Value. <u>WARNING:</u> This action overrides controls implemented by the agency to prevent over-expending appropriation balances. Before taking this action, obtain approval from your supervisor.</p>
<p>6. Duplicate batches - The Transaction Identification Number (Transaction ID) is assigned to every CALSTARS accounting event entered. The Transaction ID is a 21 character code identifying: Organization Code (4 digits), Batch Date (6), Batch Type (2 alpha or numeric), Batch Number (3), Sequence Number (5), and Duplicate Record Indicator (1). The Sequence Number is assigned during data entry. The Duplicate Record Indicator value is assigned during batch processing. Each Transaction ID must be <u>complete as well as different</u> from every other Transaction ID within CALSTARS.</p>	<p><u>Identical Transaction IDs are not allowed.</u> The Duplicate Record Indicator is initially zero (0). When CALSTARS encounters a duplicate Transaction ID as a result of entering a batch with the same Batch Date, Batch Type and Batch Number (called Batch ID), CALSTARS assigns a '1' as the Duplicate Record Indicator to each duplicating transaction.</p> <p><u>Multiple Identical Batches</u> - Subsequent duplicate batches are numbered '2' through '9'.</p>	<p>Allow duplicate batch(es) to post with a Duplicate Batch ID—<u>transactions are not duplicated</u>. No action is required if the accounting transactions were <u>valid</u> and <u>not</u> duplicated. The Duplicate Record Indicator is set to '1' for each transaction in the second batch. Make any necessary corrections to the Batch Header on the Error File to allow the transactions to post.</p> <p>Reverse batches of duplicate transactions with identical Batch IDs—<u>same accounting transactions accidentally entered twice</u>. This will cause duplicate file postings. The Duplicate Record Indicator will have a value of "1" for each accounting transaction in the second batch. This error is usually discovered when reconciling to the SCO or printing Claim Schedules or Checks. A reversing batch must be prepared for the successfully posted transactions. If any transactions are on the Error File, delete them.</p>

2. REVIEW THE EXTERNAL FINANCIAL TRANSACTION PREPROCESSOR REPORT

Review the External Financial Transaction Preprocessor Report (CFB090-1) to determine what actions occurred and if any are required to resolve a problem. This report is only produced for files/batches of transactions submitted from an **external source** (not keyed on-line) into CALSTARS. ***Skip Step 2 if it does not apply.***

- a) Review the CFB090-1 report to determine if any action is required.
- b) If errors occur, review the problem with the source that submitted the data (Data Processing Unit, Systems Unit, etc.).
- c) Determine if the correct transaction record layout was used.
- d) Determine if the correct data submission protocol was used.
- e) Review any problems with the CALSTARS Production Control Unit at (916) 323-7541, CNET 473-7541.

3. POST CORRECTIONS TO THE EDIT ACTIVITY TURNAROUND REPORT

The CALSTARS Edit Activity Turnaround Report (CFB800-3), shown in Exhibit II-3, displays one line for each fatal error message that is on the CFB800-2 Report. The CFB800-3 is a worksheet in the same format as the Command C.3, Enter Error Corrections screen. After analyzing the errors on the CFB800-2 and marking that report with the corrections to be made, those data changes and actions are copied to this report in preparation for input on Command C.3.

When the RELEASE ALL TRANS field in Command C.3 is set to **N** in the *previous* IEUP cycle, the CFB800-3 Report will contain only those transactions on the error file with error correction activity and new transactions with errors from that day's input.

This step is optional. Some agencies key error corrections (Step 4) directly from notes on the Edit Activity Error Report. However, this section contains instructions for additional detail that needs to be included in the notes on the Edit Activity Error Report.

- a) Post the error correction actions from the CFB800-2 to the proper line of the CFB800-3. Identify any error corrections requiring additional data coding lines that are not printed on the report. Verify the Data Element Name shown on the report is appropriate. Chapter III contains a complete listing of all Data Element Names and additional information concerning the use of each Name.
- b) If some or all of the transactions in a batch require the same correction, it may be more time-effective to enter a correction to affect a group of transactions. Identify any groups of transactions in a batch that are to be corrected using the group correction **GRnn** codes (See Chapter III for Group Correction Codes.) To post the data (**GRnn**) code, the Sequence of the first transaction must be changed to **00000**. Identify subsequent transactions which will be include in the group correction.

When a group correction is made, all transactions on the Error File with the same Batch ID will receive the correction. If some transactions in the batch are not to receive the group correction treatment, they must be corrected separately:

- 1) Perform the individual transaction corrections on the first day and the 'group' corrections on the next, **or**
- 2) Perform individual corrections to all transactions in the batch.

EXHIBIT II-3

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CFB800-3 9990 (DEST: A1 CTL1) *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS EDIT ACTIVITY TURNAROUND REPORT
                                *****
                                10/31/01 (21.39)*****
                                STATUS +-----TRANS ID-----+ +-----DATA ELEMENT NAME-----+ * * * * * C H A N G E * * * * * REFERENCE+-----FIELD NAME-----+
                                ( ) 990118 07 158 000010 20 1--1--1--1--1 14-01 FUND
                                ( ) 990108 07 158 000020 20 1--1--1--1--1 14-05 FUND
                                ( ) 990114 07 978 000020 24 1--1--1--1--1 14-13 PCA
                                ( ) 990119 03 001 000020 1--1--1--1--1--1--1--1--1--1--1--1--1 14-14 (NO NAME)
                                ( ) 990119 03 001 000030 1--1--1--1--1--1--1--1--1--1--1--1--1 14-17 (NO NAME)

```

I - Insert a coding line to add additional corrections to a transaction,
R - Release transaction, or
X - Move the transaction to the recall screen.

When possible, the Data Element Number is shown. Although a code may be present, it may not always be the cause of the error (e.g., missing table code.) If a number is not present, enter either the Data Element Number or Name. If the transaction is to be deleted from the Error File, write 'DELETE' (or 'DEL') here.

The correction value is written here. Data must be left-justified in the column. The correct data must be inserted exactly as it would be coded on an original input transaction. To remove data from any field (blank), use a single dollar (\$) sign in the first position.

The Page and Line reference for the error message on the Edit Activity Error Report (CFB800-2) provides an easy reference to the transaction on the Error Turnaround Report (CFB800-3). For example, the CFB800-2 shows '1401' and the CFB800-3 shows '14-01'.

Generally the Data Element Name (up to 20-digits) for the element to be corrected is printed here, e.g., PCA, FUND, etc. If CALSTARS cannot determine a specific data element in error, it prints '(NO NAME)'.

4. ENTER THE ERROR CORRECTION TRANSACTIONS IN CALSTARS.

Error corrections for accounting transactions on the Error File are entered from Command C.3, Enter Error Correction Transactions. The error correction screen provides a number of capabilities to streamline the error correction process which include:

- ✧ allows access by several persons concurrently;
- ✧ allows multiple transactions to be corrected simultaneously;
- ✧ optionally specifies which error to begin the correction process; and
- ✧ optionally restricts which errors may be edited and appear on the error activity and turnaround reports.

When an error correction transaction is keyed, the ENTER key pressed and the correction is accepted, it is immediately moved to the error transaction file and may be viewed using the Recall screen. The next sequential transaction from the Error File will appear at the bottom of the screen. Twelve records will always appear on the screen until the end of the Error File is reached.

Several on-line edits occur for entries to this screen. The error messages are displayed at the bottom of the screen and the field for the Transaction ID that is in error is highlighted. The on-line edits are identified by three-digit alphanumeric codes. These are described in the Error Codes and Messages section of this volume.

Two or more persons in an agency can access the Enter Error Correction Transactions screen at the same time with minimal conflict. However, when two persons attempt to change the same record at about the same time, the last entry is the one that is applied during the IEUP cycle.

The following are steps for entering corrections in the Command C.3 screen:

- a) Select Command C.3 from the Master Menu. Refer to Exhibit II-4 through Exhibit II-5 for instructions on the error correction screen.
- b) If a specific transaction is desired as the first correction entry, key the Transaction ID or any portion thereof into the START WITH TRANS ID field and press ENTER. Refer to Exhibit II-5.
- c) Using either the CFB800-3 or CFB800-2 report, match the transaction ID and the error item on the report with the one on the screen.
- d) Key as many corrections in the first screen as *desired*, but press ENTER before scrolling (F8) to the errors on the next screen. See Exhibit II-4 for examples.

- e) If any transaction needs additional coding lines for data item correction, use the "S" (Status) column next to the transaction ID and key an **I** (Insert) and press ENTER. Add Data Element Numbers or Names in each line as needed, key the new Data Element Value and press ENTER. Ignore unused lines that may have been inserted. **Do not key a Data Element Value until the additional line(s) are inserted for the transaction ID.**
- f) To enter group **GRnn** transactions, the Sequence Number of one of the transactions in the Batch ID must be changed to **00000**.

WARNING: Once a Sequence Number is changed to **00000** it cannot be changed to another value and the transaction cannot be copied through the Insert function.

- g) To edit and print only the error transactions with activity on the next day's CFB800-2 and CFB800-3 reports, key **N** as the RELEASE ALL TRANS indicator and press ENTER. *This can be done anytime during the day.* Key an **R** in the "S" column next to a transaction for release and editing if that transaction has no other activity coding. (This is not necessary for transactions in a "group" correction.)

Navigating in Command C.3

Use the **F8** Key to *display* successive screens and the **F7** Key to *display* previous screens while using Function **F** (First Page) or **R** (Recall Corrected Transaction).

NOTE: After keying error correction entries, **always press the ENTER Key before scrolling to another screen.** The ENTER key may be pressed after each transaction, after several transactions, or when every record on the screen has been evaluated. If the F7 or F8 Key is pressed *before* using the ENTER Key, the edits will not be performed and the input on that screen will be lost and those error correction entries will not be recorded and saved.

EXHIBIT II-4
SAMPLE ERROR CORRECTION SCREENS

The following is an example of the on-line error correction screen as it might appear after Function **F** is entered *and before* keying any error corrections.

```
ENTER ERROR CORRECTION TRANSACTIONS FOR ORG: 9990

FUNCTION: _ (F=FIRST PAGE, P=PRT ERROR ACTIVITY,
           R=RECALL CORRECTED TRANS)

START WITH TRANS ID: _____ RELEASE ALL TRANS: Y
S(STATUS) VALUES: I=INSERT;R=RELEASE;X=MOVE TO RECALL;BLANK

S TRANSACTION ID    DATA ELEMENT NO/NAME DATA ELEMENT VALUE
_ 99011704391000250 _____
_ 99011803446000010 VENDOR NBR _____
_ 99011803451000010 PCA _____
_ 99011807447000010 _____
_ 99011807448000010 _____
_ 99012202486000070 _____
_ 99012203467000030 PROJECT CODE _____
_ 99012203467000040 PROJECT CODE _____
_ 99012203477000010 PROJECT CODE _____
_ 99012207481000120 _____
_ 99012209001000010 AGENCY OBJECT _____
_ 99012209001000020 AGENCY OBJECT _____
```

The following screen is an example of how the on-line error correction screen might look *after* keying error correction transactions *and before* pressing the ENTER key. Data Element Numbers or Names can be used interchangeably. Also, no correcting data element was determined by CALSTARS for the first transaction. The correction to this transaction required additional data correction lines for each of the required data elements to be corrected. Additional lines were created by using **I** in the status column. No action was taken on the two transactions in the middle of the screen; one transaction was transferred to the Recall Screen with no action (Status **X**); and no action was taken on the last two transactions, which were moved off the screen when the insert **I** was done.

```
ENTER ERROR CORRECTION TRANSACTIONS FOR ORG: 9990

FUNCTION: _ (F=FIRST PAGE, P=PRT ERROR ACTIVITY,
           R=RECALL CORRECTED TRANS)

START WITH TRANS ID: _____ RELEASE ALL TRANS: Y
S(STATUS) VALUES: I=INSERT;R=RELEASE;X=MOVE TO RECALL;BLANK

S TRANSACTION ID    DATA ELEMENT NO/NAME DATA ELEMENT VALUE
_ 99011704391000250 APPN SYMBOL          101
_ 99011704391000250 FS                    S
_ 99011704391000250 FUND                  0492
_ 99011704391000250 METH                  1
_ 99011803446000010 35                   000001334701
_ 99011803451000010 PCA                   20969
_ 99011807447000010 _____
_ 99011807448000010 _____
X 99012202486000070 _____
_ 99012203467000000 GR30                 20511103
_ 99012203477000010 30                  20622203
_ 99012207481000120 _____
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EXHIBIT II-4 (Continued)
SAMPLE ERROR CORRECTION SCREENS

The following screen is accessed by keying Function **R** - Recall Corrected Transactions. This screen displays error correction transactions that have had some entry in the "S" (Status), Data Element No/Name or Data Element Value columns.

```

      RECALL ERROR CORRECTION TRANSACTIONS FOR ORG: 9990

FUNCTION: _ (F=FIRST PAGE, P=PRT ERROR ACTIVITY,
           R=RETURN TO ERROR CORRECTION)

START WITH TRANS ID: _____ RELEASE ALL TRANS: Y
S(STATUS) VALUES: B=MOVE BACK-START;C=CHANGE;I=INSERT;R=RELEASE

S TRANSACTION ID    DATA ELEMENT NO/NAME DATA ELEMENT VALUE
_ 99011704391000250 APPN SYMBOL          101
_ 99011704391000250 FS                    S
_ 99011704391000250 FUND                   0492
_ 99011704391000250 METH                   1
_ 99011803446000010 35                   000001334701
_ 99011803451000010 PCA                   20969
X 99012202486000070
_ 99012203467000000 GR30                  20511103
_ 99012203477000010 30                   20622203
_ 99012209501000010 DEL
052-THERE ARE NO REMAINING RECORDS FOR YOUR ORG
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EXHIBIT II-5
ERROR CORRECTION SCREEN FUNCTIONS AND FIELDS

ITEM	DESCRIPTION						
Function	<p>Enter a Function:</p> <p>F - First Page After selecting Command C.3, Function F displays the first 12 transactions on the Error File on the screen. Can also be used with 'START WITH TRANS ID' to place the selected record to the top of the screen.</p> <p>P - Print Error Activity Prints all Error File records on-line that have activity during that processing day. The report is titled On-line Error Correction Activity (CSO541). It is loaded to ROPES queue "BPRT" soon after pressing ENTER. It prints on the agency's printer as soon as the printer is started from Master Menu Command G.4. This report allows you to verify the Error File activity for the day and compare it to the CFB800-3 Report for completeness.</p> <p>R - Recall Corrected Trans From the Error Correction Screen, switches to the Recall Screen. The Recall Screen displays records that have activity (entry in the Status, Data Element No/Name or Data Element Value columns). Any or all of a Transaction ID entered in the START WITH TRANS ID field together with an F in the function field starts the recall with the specified Transaction ID.</p> <p>R - Return to Error Correction From the Recall Screen, switches to the Error Correction Screen.</p>						
Start With Trans ID	<p>Ignore or enter Transaction ID. Allows input of up to 17 characters of a Transaction ID with function F. The top record on the screen is the Transaction ID entered. If the entered Transaction ID is not in the Error File, the next sequential record is displayed as the top record. Page forward or backward using the F8 or F7 keys. If fewer than 17 characters are entered, the first record displayed is the first Error File record matching those characters or the next higher sequential Error File record.</p>						
Release All Trans	<p>Leave at default (Y) or change to N if appropriate.</p> <p>Y - Yes releases all Error File records for processing in the next IEUP cycle.</p> <p>N - No Restrict the transaction <u>edits</u> to those errors with Status (S) code 'R' keyed <u>and display only these and the new errors</u> from the next IEUP on the CFB800-2 and CFB800-3 reports. <i>The 'N' indicator automatically resets to Y during the next IEUP cycle.</i> If set to N, a positive action must be taken to release each Error File record for processing. That action may be:</p> <table style="margin-left: 40px;"> <tr> <td style="text-align: center;"><u>S</u> (status)</td><td style="text-align: center;"><u>ACTION</u></td></tr> <tr> <td style="text-align: center;">R</td><td>Release to the next IEUP cycle</td></tr> <tr> <td style="text-align: center;">(blank)</td><td>An entry in the Data Element No/Name and/or Data Element Value column(s) releases the transaction to the next IEUP cycle.</td></tr> </table>	<u>S</u> (status)	<u>ACTION</u>	R	Release to the next IEUP cycle	(blank)	An entry in the Data Element No/Name and/or Data Element Value column(s) releases the transaction to the next IEUP cycle.
<u>S</u> (status)	<u>ACTION</u>						
R	Release to the next IEUP cycle						
(blank)	An entry in the Data Element No/Name and/or Data Element Value column(s) releases the transaction to the next IEUP cycle.						
Status	<p>Enter code if appropriate. Status can be set with one of the following values:</p> <p>B - Move Back-Start - Transfers an individual transaction on the Recall Screen to the correction screen. Also blanks out any entry in the Data Element No/Name and Data Element Value columns. It does not delete the Transaction ID from the Error File.</p> <p>C - Change - Changes the Data Element No/Name or Data Element Value columns in a previously entered Error Correction transaction. The new data replaces the existing information when the Enter key is pressed. This entry is made from the Recall screen.</p> <p style="text-align: right;"><i>(Continued)</i></p>						

EXHIBIT II-5 (Continued)
ERROR CORRECTION SCREEN FUNCTIONS AND FIELDS

ITEM	DESCRIPTION
Status (Continued)	<p>I - Insert - Duplicates the Transaction ID on the line immediately under the indicated record. This allows correction of multiple fields in a transaction on the Error File. The Data Element No/Name and Data Element Value fields are not repeated. This entry can be made from either screen.</p> <p>NOTE: The I (Insert) code is not operative from the bottom (12th) record on either screen. If that record must be duplicated, <u>first press ENTER to process any transactions on the screen.</u> If that does not bring the transaction up, press F8 to bring it to the top of the next screen.</p> <p>R - Release - Releases an individual Error File record to the next IEUP processing cycle when the 'RELEASE ALL TRANS' field is set to N. You cannot release any individual Error File record when the 'RELEASE ALL TRANS' field is set to Y. This entry may be made from either screen. After ENTER is pressed, only the Transaction ID and the R is displayed on the Recall Screen.</p> <p>X - Move Flag - Transfers an individual Error File record to the Recall Screen without deleting it from the Error File. This entry is made from the initial screen. After ENTER is pressed, only the Transaction ID and the X is displayed on the Recall Screen.</p>
Transaction ID	<p>This column contains the last 17 digits of the Transaction ID of the Error File record. The Organization Code, which is the first four digits of the Transaction ID, is shown in the screen heading. The only change allowed in this column is to the <u>Sequence Number</u>. These may be changed to zeros (00000) for Batch Header (H) and Group level (G) corrections.</p> <p>A Batch (B) correction must be made to an <u>existing</u> Batch level Transaction ID (00000). The Detail Transaction ID cannot be modified to make a (B) Batch Header correction. The correct Sequence Number must be used for detail corrections. A Detail Transaction ID cannot be changed to a different detail Transaction ID.</p>
Data Element No/Name	<p>Enter the Data Element Name or Number. This column may initially contain data or be blank. If CALSTARS can determine the data element field in error, the Data Element Name is displayed. The initial Data Element Name may be used or changed by over-keying if another data element is the actual cause of the error. See Chapter III, Exhibit III-1 for the Correction Element Names.</p> <p>If the transaction is to be deleted from the Error File, key the word DELETE or DEL in this column.</p>
Data Element Value	<p>Enter the Data Element code (value). This column is initially blank. When the Data Element Value is entered, it is edited against the Statewide Data Element No/Name Table (D52) for the correct length. Certain fields can be less than the stated field length, such as Vendor Name or Address. The remainder are fixed length and must have a character in each position. Refer to Chapter III, Exhibit III-1 for the maximum or fixed length of each Data Element field.</p> <p>To delete (blank) a Data Element Value from a transaction, key a single dollar sign (\$) in the left-hand position of this column. When a Data Element No/Name is present, there must be a Data Element Value. The exception is DELETE or DEL, which requires the Data Element Value to be blank.</p>

5. VERIFY THE ERROR CORRECTION ACTIVITIES

- a) Enter Function **R** on the error correction screen at anytime after an error correction is keyed and the ENTER key is pressed to see all error correction activities for the current day. These may be scrolled using the F8 and F7 keys.
- b) If any transaction needs further change, use the "S" (Status) column next to the transaction and key a **C**, make changes and press ENTER.
- c) If any transaction needs to remain unchanged (unedited), it may be moved back to the error correction screen by keying **B** in the "S" (Status) column and pressing ENTER. (The Data Element Number or Name and any Data Element Value will be blanked out in the process.)
- d) If any transaction needs additional coding lines for data item correction, use the "S" (Status) column next to the transaction and key an **I**, add Data Element Numbers or Names in each line as needed, key the new Data Element Value and press ENTER. Ignore unused lines that were inserted.

The following steps are optional, but highly recommended

- a) When all error correction transactions are complete, enter Function **P** to print a copy of the On-Line Error Correction Activity Report (CSO541) to verify and document the input. See Exhibit II-6 for a sample of Report CSO541.
- b) Compare the CSO541 report to the CFB800-3 (or the CFB800-2, if CFB800-3 not used) to confirm all corrective postings were keyed correctly.
- c) Return to Command C.3 and make any changes or corrections, if needed. Repeat items a) to d) if needed.

EXHIBIT II-6

CS0541 ***** ORG NUMBER: 9990

ON-LINE ERROR CORRECTION ACTIVITY REPORT

10/31/01 16:31:10 ***** PAGE NUMBER: 0001

STATUS	TRANSACTION ID	DATA ELEMENT NAME/NO	DATA ELEMENT VALUE	COMMENTS
-----	-----	-----	-----	-----
	999098011704391000250	APPN SYMBOL	101	
	999098011704391000250	FS	S	
	999098011704391000250	FUND	0492	
	999098011704391000250	METH	1	
	999098011803446000010	35	000001334701	
	999098011803451000010	PCA	20969	
X	999098012202486000070			
	999098012203467000000	GR30	20511103	
	999098012203477000010	30	20622203	
	999098012209501000010	DEL		

6. THE NEXT DAY, REVIEW THE PRIOR DAY'S ERROR CORRECTION ACTIVITY

Error correction transactions entered from Command C.3 are written to an error maintenance file during the day. After the system is closed at the end of the day, the input edit update process (IEUP) replaces the original input data items with data items from the error maintenance file. After nightly table maintenance is completed, the revised accounting transactions (and 'released' untouched errors) are run through the nightly IEUP process and the transactions undergo editing again. Transactions successfully passing the edits are written to the CALSTARS master files. Transactions failing the edits are written to the Error File and will appear on the error activity report with any error maintenance changes. Transactions that do not receive maintenance will remain on the error file and will continue to undergo the nightly IEUP process until some action is taken to correct the problem, or maintenance is performed to delete the transaction.

Perform the following steps the next day:

- a) Review the Error Correction Report - Activity Report (CFB200-1) to verify that all corrections posted successfully (no error messages). Note any errors and document the needed action. Post the action on the CFB800-2 report, if any corrections are needed for the CFB200-1 report. See Exhibit II-7 for a sample of Report CFB200-1.
- b) Review the CFB800-2 report to determine if any previously edited transactions remain on the Error File. If "yes", return to Step 1.
- c) Review the Error Correction Report - Detail of Records Deleted (CFB200-3) to determine if all deleted transactions were appropriate and if further action was taken, i.e., reenter a transaction in a new batch. See Exhibit II-8 for a sample of Report CFB200-3.

EXHIBIT II-7

CFB200-1 9990 (DEST: A1 CTL1) *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 01/07/99 (21.23) *****

ERROR CORRECTION REPORT

ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 72

ACTIVITY REPORT

DT TRANSACTION ID	DATA ELEMENT NAME	CORRECTION	CODE MESSAGE
X XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX XXXXXXXXXXXXXXXXXXXX
C 9990990104WW999001210	DELETE		
C 999099010503326000020	RELEASE		
C 999099010503326000030	RELEASE		
C 999099010503326000040	DELETE		
C 999099010503326000050	RELEASE		
C 999099010503326000060	44	W	
C 999099010507328000000	03	120198	B04 INVALID BATCH DATE
C 999099010605987000010	40	0097801A00	
C 999099010605987000020	40	0097801B00	
C 999099010605987000030	45	17100	
C 999099010605987000060	24	20101	

EXHIBIT II-8

CFB200-3 9990 (DEST: A1 CTL1) *****
 CALSTARS DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 01/15/99 (23.03) ***** ERROR CORRECTION REPORT ORG PAGE: 12
 ***** RUN PAGE: 27

DETAIL OF RECORDS DELETED

----- TRANSACTION ID -----	AMOUNT
XXXX XXXXXX XX XXX XXXXX X	XXXXXXXXXXXXXXXX
9990-990111-08-994-00032-0	13.26
9990-990112-03-997-00017-0	123.66
9990-990112-06-998-00009-0	17.99